What I Learned in Chapter 9

Standard Report Format

I learned to use the computer for many usful activities in Chapter 9. I learned to arrange reports in a standard format and the MLA format. This will be very useful for me when I right reports for my classes. In addition, I learned to use basic features of a word processing program. Here are some of the features I learned in this course.

Report Writing

While I have used a word processor before, I now know I have not always used it in the best way. What I’m lerning in this course will help me prepare better reports because I’m learning to edit and format my reports correctly. Also, by doing the activities I get to practice my input skills so I can write my reports fster.

References

Eighth Grade Computer Class. Lead-Deadwood School District via Tangient LLC. 2012. <http://keehnsplace.wikispaces.com/8th+Grade+Computer+Class>

*Century 21 Jr. Input Technologies & Computer Applications.* Southwestern Cengage Learning. Ch 9, pp 318-344. 2010.